



# MEET INFORMATION PACKET

**PINE LAKE COUNTRY CLUB  
AUGUST 3 & 4, 2018**

## **WELCOME TO THE 2018 "PASSPORT TO THE POOL"**

### **SICSA CHAMPIONSHIPS!**

We're excited to welcome our sister clubs to Pine Lake Country Club for the 2018 SICSA SWIM FINALS! In preparation for this two-day swimming & partying extravaganza, the PLCC Host Committee has prepared this booklet to answer most questions regarding the event.

We have attempted to include everything that you may need to know. If there are any remaining questions or concerns, please feel free to contact any of the following people:

### **PASSPORT TO THE POOL CHAIRS:**

**Wendi Farner**

**Jennifer Raab**

**248-761-7743**

**248-840-4694**

**[plccswimfinals@gmail.com](mailto:plccswimfinals@gmail.com)**

### **PLCC GENERAL MANAGER/COO:**

**Greg Colombo**

**[gicolombo@pinelakecc.com](mailto:gicolombo@pinelakecc.com)**

The members of Pine Lake Country Club welcome swimmers, parents, grandparents, family members and friends who will be attending the 2018 SICSA Finals. We are thrilled to have you!

### **OFFICIALS AND MEET MANAGER**

**John Leidlein**

**Bob Lorenz**

**Bob Juhasz**

**Maynard Timm**

**Tom Eschmann (Meet Manager/Computers)**

**Susan Withrow (Meet Manager/Head Timer)**

## DROP-OFF, PARKING AND SHUTTLES

**Swimmer & Passenger Drop-Off** – Swimmers and passengers should be dropped off in Pine Lake Country Club’s parking lot. Please enter through the main entrance where signs will direct you to the drop-off point.

Drivers are requested to pull forward as far as possible before stopping to allow other cars to drop off simultaneously and to avoid backups on Pine Lake Road. Please drop off your swimmers and passengers quickly, (there is “no standing” in this area), and follow signs to off site parking at Orchard Lake St. Mary’s. Shuttles will be available to return you to PLCC.

**Parking** – Due to limited space at PLCC, we have reserved **Orchard Lake St. Mary’s** field for parking on Friday and Saturday during the day. St. Mary’s is located on Orchard Lake Road at Commerce Road, just north of Pine Lake Road. Parking hours are:

**Friday: 9:00 a.m. – 5:00 p.m.**

**Saturday: 8:00 a.m. – 6:00 p.m.**

**ALL VEHICLES MUST BE REMOVED FROM ST. MARY’S BY 6:00 p.m. SATURDAY EVENING, AUGUST 4<sup>th</sup>.**

St. Mary’s will be continuously monitored, but **please lock your cars.**

**DO NOT PARK ON PINE LAKE ROAD OR IN PLCC’S PARKING LOT** (your car may be subject to towing.). **Valet only parking** will be provided at PLCC for all guests attending the dinner and dance on **Saturday night.**

**Shuttle Service** – Shuttle service will be provided for all visitors parking at Orchard Lake St. Mary’s.

## SWIMMER INFORMATION

**Swimmers’ Tent** – Upon arrival, swimmers should report to their team’s designated area of the swimmers’ tent to drop off their swim bags, towels, etc. Assigned areas will be marked with signs. All swimmers’ personal belongings should be kept in the tent. The swimmers’ tent is located on the tennis courts nearest to the pool. ***Please remember that the youth room, golf course, boat docks, swim dock, lake swim area and the lake are OFF LIMITS!!!***

At the conclusion of the meet on Saturday, swimmers must remove their belongings from the swimmers’ tent ***immediately after the final relays*** so that set up in the tent may begin for the evening dinner/dance. Please ensure that your swimmers clean up their area of the tent before leaving for the day, and designate a volunteer to double check this has been done.

**Note:** Diving is allowed at the deep end of the pool only. Coaches must monitor their swimmers during all warm-up periods.

**Warm-Ups and Practice Lane Assignments:**

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
BCC	OLCC	MCC	FLCC	BOH	PLCC

**FRIDAY, AUGUST 3<sup>rd</sup>, 2018**

General Warm-Up	9:30 a.m. – 10:15 a.m.
Team Warm-Up	10:15 a.m. – 11:15 a.m.
SICSA Board Meeting:	10:30 a.m.
Timers/Officials Meeting:	10:45 a.m.
Opening Ceremonies:	11:30 – 12:00 noon
MEET BEGINS:	12:00 NOON

**SATURDAY, AUGUST 4<sup>th</sup>, 2018**

General Warm-Up	8:45 a.m. – 9:30 a.m.
Team Warm-Up	9:30 a.m. – 10:30 a.m.
Timers Meeting:	10:30 a.m.
Senior Recognition:	10:45 a.m.
MEET BEGINS:	11:00 a.m.
EVENING FESTIVITIES:	6:30 p.m. – 11:30 p.m.

**Marshalling** – The marshalling tent is located immediately west of the pool, near the starting blocks. **Each team is responsible for getting their swimmers to the marshalling tent for check-in.** Once checked in, marshalling officials will place the swimmers for their event and assist them to the pool deck and starting blocks. PLCC WILL NOT MARSHALL THE RELAYS ON SATURDAY. **Each club is responsible for “self-marshalling” its relay teams** and for having their swimmers at the starting block on time for the event. Only swimmers being marshalled and their coaches are allowed in marshalling.

**Swimmer Awards on Friday** – Awards for individual event places 13<sup>th</sup> – 18<sup>th</sup> may be picked up at the **Awards table** after the results are announced and posted. Awards not picked up by the end of the meet on Friday will be given to the Head Coaches. No awards will be given to disqualified swimmers.

**Top Seeds:** Following each individual prelim event on Friday, the #1 seeded swimmers will be asked to choose a song to be played as they walk to the blocks for the championship heat at Saturday's finals. Please remind your top seeded swimmers to make their selection at the marshalling check-in table after leaving the pool deck.

**Swimmer Awards on Saturday** – Consolation Heat places 7<sup>th</sup> – 12<sup>th</sup> will be awarded medals. These will be distributed at the **Awards table** after the results are posted on the results' board. If a swimmer is disqualified in an individual event, no medal will be awarded.

**Championship Heat places 1<sup>st</sup> – 6<sup>th</sup>** will be awarded trophies. Swimmers will be escorted to the Awards marshalling area on the pool deck following their heat to await the awards presentation. Either a **Coach** or a designated representative from the **1<sup>st</sup> place finisher's Club** will **present the awards**. The Championship Heat swimmers will then be **escorted off the pool deck to the photo area** on the east shoreline by the lake.

After the results of an event are posted on the results' board, Championship Heat swimmers may **pick up their trophies** at the championship photo podium on the east shoreline of the lake. If a swimmer is **disqualified** in an individual event, no trophy will be awarded. If a relay is **disqualified**, trophies will not be awarded to the four swimmers in that relay.

**Team Trophies** – Championship Team Trophies will be awarded on the pool deck after the last relay. The following awards will be presented:

**DUAL MEET CHAMPION**

**CHAMPIONSHIP MEET RUNNER-UP**

**CHAMPIONSHIP MEET WINNER**

**Photographs** – Photographers from **Technical Computer Services, Inc. (TCS)** will provide **AWARDS** and **ACTION** photos during the 2018 SICSA Finals. Photos can be **viewed and ordered on-site** via computer monitors provided by TCS. Photos can be viewed and ordered **after the Finals by visiting TCS's website** (<http://www.TCSpictures.com>). TCS will print AWARDS photos after the finals and deliver them to each club by Labor Day.

**Changing Facilities and Locker Rooms** –

- Swimmers should use the **pool locker rooms or the snack shack restrooms** (under the Bier Garden) for changing into and out of swimsuits or clothes.
- Please **do not leave valuables** in the lockers.
- **Cellular phones with picture** taking capability are **NOT ALLOWED** in locker rooms.
- **Locks** are not provided or to be used.
- Please bring your own **towels**, as no towels will be provided.
- PLCC will not be responsible for **lost or stolen articles**. A lost and found area is provided at the welcome table near the swimmers' tent.

**Immediately after the final relays on Saturday, swimmers must remove their belongings from the swimmers' tent** so that set up may begin for the evening events. Since the meet starts earlier on Saturday, hopefully all participants and their families will have time to go home to change and get ready for the dance. However, if you choose to get ready at Pine Lake, adults and children **14 years and older, accompanied by their parent**, may use the **adult locker rooms** in the clubhouse after the Meet on Saturday. Swimmers 13 years and younger and those not accompanied by a parent should change in either the snack shack or pool locker rooms. **All swim bags and clothing must be removed from the locker rooms by midnight.** If necessary, these items may be placed in the coatroom off the main lobby.

## REFRESHMENTS AND DINNER DANCE

**Refreshments** – On both days of the meet, we will provide a variety of food for spectators and swimmers. For more details, consult the Passport to the Pool Food & Beverage Guide. These refreshments may be purchased only with **“Travelers Checks”**.

**Travelers Checks** – Travelers Checks may be purchased in **\$25 booklets**. This special SICSA Championship money may be bought at several different tables with cash or chits, or pre-purchased with your online dinner reservations. Travelers Checks may be redeemed for food or non-alcoholic drinks. There will be no refunds for unused Travelers Checks at the end of Saturday night. (They can be used to buy drink tickets for Saturday night.)

**Alcoholic Beverages** - Alcoholic beverages will be available on both Friday & Saturday during the meet and dinner. **An adult must purchase drink tickets** in advance to order alcoholic beverages. These tickets can be purchased with either cash, "Travelers Checks" or by signing a chit. Alcoholic drink tickets are available for purchase at all Travelers Check stations.

**Friday Evening Dinner** – The Pine Lake Clubhouse is open for dinner on Friday night after the preliminaries. Please make reservations by calling 248.682.1300 or emailing [reservations@pinelakecc.com](mailto:reservations@pinelakecc.com).

**Dinner and Dance Reservation Information** – Reservations must be made in advance, **ONLINE ONLY** at this link: <http://pinelakeswim.wpengine.com/2018dinner>.

**ALL RESERVATIONS ARE DUE BY SATURDAY, JULY 28--NO EXCEPTIONS!**

**NO CANCELLATIONS will be accepted.** If you make a dinner reservation, you will be billed for that reservation. You may find substitutes to take your place, but you will not be refunded.

- There is **no charge for swimmers participating** in the **prelims & “A” Finals**.
- A **swimmer's sibling** dinner is **\$25**, which includes tax and gratuity, per child.
- The **adult meal** charge is **\$70 per person**, which includes tax and gratuity. Wristbands will be required for adults.
- For details on adult & swimmer dinner offerings, please consult the Passport to the Pool Food & Beverage Guide.

- Each Club will have a designated area inside the clubhouse to gather, eat and celebrate with other team parents and coaches. Due to limited seating, each Club is guaranteed seating ONLY for parents of Finals swimmers and coaches. Tables will seat 10 people each, which includes your coaches. Please assemble your tablemates on your own within your respective Clubs.

**Dinner Ticket Pick Up** – If you made a reservation, **Reservation packets** - including adults' children's wristbands and any pre-purchased Travelers Checks - may be picked up on **Saturday** at the greeter's table located across from the swimmers' tent **before 2:00 p.m.** Swimmers and siblings **must wear their wristband at all times during Saturday evening's dinner and party. No guests of swimmers are allowed at the dinner and dance.**

**Passport to the Pool Championship Dinner Dance** – Please make reservations to join us. At 6:30 p.m. the children's buffet dinner will be served in the swimmers' tent followed by entertainment until 11:30 p.m.

Adults may enjoy cocktails and hors d'oeuvres on the terrace and in the Clubhouse starting at 6:30 p.m. At 8:00 p.m. the adult's dinner will be served, followed by dancing and music provided by Good Gravy until 12:00 midnight. PLCC asks that all parents check on their children throughout the evening. No child under 7 may be left alone at the dance without adult supervision.

**Chaperones for Children's Dinner Dance** – PLCC requests 2 volunteers or employees from each Club to be on site at all times to chaperone the Children's dinner dance. We kindly request that you forward the names of these chaperones by Saturday, July 28 to the following email: [plccswimfinals@gmail.com](mailto:plccswimfinals@gmail.com). This is non-negotiable. We need all hands on deck to make it a pleasant evening for all swimmers. Please comply with this request to help assure the fun and safety of all the children at this event.

## **SPECTATOR INFORMATION**


**Seating Areas** – Bleachers will be located south of the pool deck for those spectators who wish to be seated during the event. In order to provide the best viewing for all spectators there will be no spectators allowed on the pool deck during the event.


**Standing Areas** – The upper deck overlooking the pool is designated as "Standing Room Only". This will allow the largest number of spectators to take advantage of the excellent view from the upper deck, especially for pictures and videotaping.

**Special Needs Seating**- A tented "Special Needs Seating" area will be available for spectator seating on the upper deck overlooking the pool. This seating area is for individuals who have special needs that prohibit them from viewing the meet from the bleachers or the Standing Room only area. Come through the Main Club House for access to the seating area.


**Opening Ceremonies(Friday)** – Each team’s swimmers will be at their respective tent area at 11:30 a.m. on Friday. Teams will line up at 11:30 a.m. on Friday, the swimmers and coaches will proceed to the pool deck for the Opening Ceremonies. We encourage tasteful displays of team spirit, and especially hope to see some international flair associated with your assigned countries.

BCC - Mexico 

BOH - Australia 

FLCC - Italy 

MCC - Japan 

OLCC - Brazil 

PLCC - France 

**Senior Recognition(Saturday 10:45 AM – 11:00 am):** - The swimmers and coaches will proceed to the pool deck for the Senior Swimmer Recognition Ceremony, which will take place prior to the meet start.

Senior swimmers need to complete this profile/fact sheet **PRIOR TO JULY 25TH** to be read by the PLCC announcer: <http://pinelakeswim.wpengine.com/2018seniors>.

## SICSA DIRECTORS, COACHES, OFFICIALS & TIMERS

**SICSA Directors Meeting & Luncheon** – On Friday, the SICSA Directors from each club will gather for the Summer Board Meeting in the Members Grill at 10:30 a.m. Immediately following the meeting we will remain in the Members Grill for a light brunch. All Directors should plan to attend, even if you are a Finals Timer.

**Head Coaches, Officials and Timers** –We’ll need the names of and contact information for each club’s four volunteer Finals timers **PRIOR TO JULY 28TH** (they will receive parking passes and full deck credentials). On Friday, the Head Coaches, Officials and Timers will meet at 10:45 a.m. in Members Grill for the timers’ meeting. The Officials will review their instructions for the operation of the meet and timers’ responsibilities. A light brunch will be available following the meeting.

**Hospitality Room** – During the Championships, a hospitality room will be provided for coaches, officials, timers and directors in the Youth Room located off the pool deck. Only those with Passport to the Pool full credentials will be allowed to use this room.

## GENERAL INFORMATION

**Programs** – Programs and heat sheets will be available free of charge on Friday and Saturday.

**T-Shirts** – Championship T-shirts were pre-ordered prior to the Finals and will be delivered to the clubs before Friday, August 3<sup>rd</sup>.

**Team Signs and Decorations** - Team signs and decorations are restricted to the swimmers’ tent. No decorations or signs are allowed on private or public property along Pine Lake Road.



**Dress Code** – Please - ***no denim*** of any kind or color is allowed at PLCC. For the Saturday evening party the dress code is Country Club casual.

**Restrooms** - Four restroom locations are available for use during the Finals:

- In the Clubhouse, just off the terrace, to the left.
- In the Snack Shack beneath the Bier Garden patio.
- In the pool locker rooms for swimmers.
- Portable restrooms for the swimmers will be located in the tent area and for spectators off the side of the patio.

**Making Waves Swim Shop** – Making Waves will have a booth open during the event and will be located down by the Snack Shack. They will have caps, goggles, suits and other swim accessories available for purchase.

**Lost and Found** – All personal items found during the finals will be kept at the Welcome Table located outside the swimmers' tent. We will attempt to sort any items not claimed during the meet by clubs. All items will be available for pick up on Sunday, August 5<sup>th</sup>, from 1:00 - 5:00 p.m.

**Security** – Considerable planning has occurred to make this a safe and successful meet. ***Please help us by monitoring your swimmers during the meet and party.*** Everyone should conduct themselves as ladies and gentlemen. Abusive behavior and language will not be tolerated. Alcohol use and vaping will not be tolerated. The Clubhouse, tent area, pool and locker rooms are the only areas to be utilized by swimmers. ***Please remind all swimmers that the golf course, boat docks, swim dock and lake are OFF LIMITS!!!*** Children are not to be in the parking lot during the meet or the dance. **No swimmers will be allowed to leave for the parking lot and then return to the dance.** Please remember that the dinner dance is for the swimmers and their families only. Due to limited space and the nature of the event, **NO GUESTS** are allowed at the dinners or dances. We will be distributing custom wristbands that cannot be duplicated, so please remind swimmers not to invite their friends to prevent embarrassing situations. Have fun, but be safe and respectful.

**Emergency and First Aid** – Local EMS units have been notified of the Championships and will be on call. A First Aid area will be set up in the guard shack located off the pool deck behind the computer table. The walkway on the east side of the clubhouse is a restricted area and must remain clear if Emergency Services are required.

**Weather Emergency** – In the event of a weather emergency, swimmers proceed immediately into the following areas based on Club. PLCC, OLCC, and BOH proceed to the Men's Locker Room. BCC, MCC and FLCC proceed to the Youth Room hallways and the Boy's and Girl's Pool Locker Rooms. Adults proceed immediately into the Clubhouse. For safety reasons the upstairs area (including the Ladies Locker Room) is off limits during a weather emergency.